

Invitation to Tender

For a South-East London Voluntary & Community
Sector Mapping and Opportunities Analysis

Contents

1. Summary of Tender
2. Background
3. Tender specification
4. Submission guidelines
5. Terms and conditions
6. Tender documents
7. Evaluation Criteria
8. Data protection

1. Summary of Tender

Client: Community Links Bromley (on behalf of South-East London Integrated Care System)

Description: To undertake an analysis of current levels and diversity of provision within the Voluntary, Community and Social Enterprise (VCSE) sector across the 6 South-East London boroughs, identifying areas of strength and areas for potential collaboration and growth.

Contract value: The anticipated value of the contract is £10,000 (inclusive of VAT and expenses).

Issue of Invitation to Tender: 7th August 2023

Closing date for tender submissions: EOP 4th September 2023

Interview: W/C: 11th September 2023 clarification interview/ appointment.

Project start: The successful organisation/delivery partner should be available to start work promptly after the delivery of the contract. The aim is to conclude this exercise by start of December 2023

Contact: All enquiries and clarification questions should be made by email to: TaIR@communitylinksbromley.org.uk

2. Background

The SEL VCSE Strategic Alliance and SEL Integrated Care System (SEL ICS) are looking to gain deeper insight into the current breadth of work we have within our amazingly diverse VCSE sector, with particular focus on sector's provision which is linked to the five SEL ICS's strategic priorities (detailed in specification section below). We are also interested in exploring enabling structures/forums/connection spaces we currently have across our 6 boroughs and at a SE London level, which enhance inter-sector and cross-sector collaboration. This is a key part of our collaborative work to strengthen and enhance the sustainability and capacity of the VCSE sector in South-East London (SEL)

We are looking for a partner to undertake a SEL wide VCSE sector's provision mapping exercise, to identify areas of strength and opportunities for growth, development and collaboration. We are looking for a partner/company, ideally from within the voluntary and community sector and with strong links to SEL, to carry out this work for us.

3. Tender specification

SEL VCSE Strategic Alliance and SEL ICS are looking to gain the following insight:

- a) **Current provision within our voluntary and community sector across the six South-East London boroughs (Bexley, Bromley, Greenwich, Lambeth, Lewisham & Southwark).**

Map currently available VCSE provision which relates to the South-East London ICS's 5 strategic priority areas which are: Prevention & early intervention; early years; children & young people mental health; adult mental health; primary care & people with long term conditions.

(Further information on SEL ICS strategic priorities can be found here: [SEL ICS Strategic Priorities](#)).

We are particularly interested in gaining insight into smaller, grassroots organisation provision, specialist 'By and For' provision, and provision which is not already linked into local statutory health & care systems.

- b) **Enabling structures & tools**

Map existing networks/forums/connection spaces currently operating across our 6 boroughs and at a SE London level, which enhance inter-sector and cross-sector collaboration. We are looking to gain insight into who is coordinating those, whether they are funded or not and which organisations are part of those spaces.

We are also looking to better understand what directories, tools & databases are available at borough and SEL level which can provide insight into available provision.

- c) **Funding sustainability**

Map sustainability of funding for identified provision (e.g. multi-year/pilot-short term/non-recurrent).

- d) **Opportunities for growth and further collaboration**

Identify areas where further development of both provision and capacity building within the sector can take place, as well as opportunities for inter and cross-sector collaboration both within borough and SEL level.

The successful partner/organisation undertaking this work will be required to work closely with the CVSs across SEL and produce a detailed directory of all organisations identified and contacted as part of the mapping exercise. They will also require to produce an engaging report, highlighting key findings.

This will be done in two stages: mid-way through the project the successful delivery partner/ organisation will deliver an update presentation to the SEL VCSE Strategic Alliance- who will provide further steer and guidance.

On completion of the work the successful delivery partner/ organisation will deliver a face-to-face presentation on the finding to members of the SEL VCSE Strategic Alliance and the SEL Integrated Care Partnership.

4. Submission guidelines

You will need to demonstrate the following in your application:

- Your working knowledge and understanding of the voluntary and community sector in London (preferably with a SEL focus) and insight into the complex structures and systems the sector operates within.
- Your proposal for achieving the insight we are looking to gain (as detailed in section 3-tender specifications) and your suggested method and approach for collating meaningful and diverse data and insight. We are particularly interested in understanding your approach for collating insight relating to smaller, grassroots and global-majority led VCSEs who might not currently be involved in any borough/SEL structures and spaces.
- The resources you have available (or will make available) for this work, and any added value your organisation would bring in carrying out this work.
- Your track record of undertaking complex mapping activities, analysis of complex data and drawing insight, learnings and develop recommendations within an agreed timeframe.
- Your experience of showcasing key findings in an engaging and meaningful way, and an example of the impact of previous similar work you have undertaken.
- A proposed timeline of activity and an outline project plan.
- A breakdown of your total costs to complete the project.
- The contact details of two referees for whom you have completed similar work.

5. Terms and Conditions

- a) This Invitation to Tender is not an offer to enter into an agreement with you. It is a request to receive proposals from organisations that are interested in delivering this project.
- b) Any points of clarification about this Invitation to Tender must be made to the email address of the contact person specified in Section 1.
- c) We reserve the right, at our sole discretion, to accept or reject any tender and do not bind ourselves to accept the lowest price or any tender. We shall not be liable for any costs or expenses incurred by bidders in preparing and submitting a response to this Invitation to Tender.

Tenders will be evaluated against the criteria set out in section 3 and 4.

6. Tender documents

Tenders must be submitted by email to the contact person specified in Section 1 (Summary of Tender) before noon on the date specified in Section 1.

7. Evaluation criteria

Tender submissions will be evaluated against the following criteria. An interview may also be required as part of the evaluation process.

| Criteria | Weighting |
|---|------------------|
| Quality of the proposal demonstrating a clear understanding of the brief and the outcomes we want from this work. | 40% |
| The proposal's value for money and inclusion of a realistic timeline and budget. | 15% |
| Credibility and proven relevant experience of the organisation and the staff that will be assigned to carrying out this work. | 30% |
| Any added value offered by the bidder. | 15% |
| Total | 100% |

8. Payment

Payments for the work will be split into the following instalments:

- a) 30% of the funding - on confirmation of the work
- b) 40% of the funding - after completing the consultation and analysis
- c) 30% of the funding - on completing the work (after submission of report, directory, and delivery of final face-to-face presentation)

9. Data Protection

Community Links Bromley has put measures in place to ensure it is compliant with the General Data Protection Regulation (GDPR) that came into effect on 25 May 2018.

Our Privacy Policy sets out the measures with which all parties working on our behalf should comply. Any personal data shared by Community Links Bromley with the successful partner/organisation must be handled in accordance with these measures.

The GDPR states that we should only contract with a processor who can provide sufficient guarantees that the requirements of the GDPR will be met, and the rights of data subjects protected. The successful consultant will therefore be asked to provide these necessary assurances.